

Town Council Meeting Draft Minutes

Tuesday, June 11, 2024

Town Hall

104 North King Street

6:30 p.m.

Mask Wearing is Optional

**Also being streamed on the town's Facebook page "Shepherdstown,
West Virginia"**

DRAFT

Present: Jim Auxer (Mayor), Lori Robertson (Recorder), Chris Stroeck, Jenny Haynes, Cheryl Roberts, Leah Rampy, and Marty Amerikaner.

Absent: None

Staff: Town Clerk Amy Boyd, Chief of Police Mike King, and Sgt. Jake Jeffries.

Visitors: Chris Crawford, Nancy Strine, Emma Casale, Angie Braithwaite, Kay Schultz, Linus Bicker, Shannon Thomas, Marcy Bartlett, Charlotte Baker-Shenk, Adam Thomas, Marellen Aherne, and Deb Tucker.

Agenda Items 1 and 2-Call to order/approval of Town Council Minutes (vote required):

Call to order by Mayor Auxer at 6:30 p.m.

Approval of the Town Council Meeting Draft Minutes of May 14, 2024.

C. Stroeck - move to approve Town Council Draft Minutes of May 14, 2024 with addition on page 6, e Comprehensive Plan Timeline, second paragraph, last sentenceprioritize the goals to streamline them (insert within town limits) even more..... Second by J. Haynes. No objections noted.

Agenda Item 3 – Public Comment Period:

- a. Persons who have registered to address Town Council

Agenda Item 4 – Public Hearings:

- a. Second Reading Garbage Ordinance Section 11-612, Of Chapter 6 Of Title 11, entitled “Rate Schedule” - Discussion/Action

C. Stroeck - move to approve the Second Reading Garbage Ordinance Section 11-612, Of Chapter Of Title 11, entitled “Rate Schedule”. Second by L. Robertson. No objections noted.

- b. First Reading of Title 9 Section 9-215 Erosion Control and Stream Protection - Discussion/Action

Mayor - this came about from the construction next to the Town Run behind the Market House.

C. Stroeck - will clean up the verbage for the second reading.

It was suggested to make an addition to the last paragraph, 4th line where it says ...high priority shall be given to planting NATIVE vegetation....

Everyone agreed that would be a good addition.

L. Robertson - move to approve the First Reading of Title 9 Section 9-215 Erosion Control and Stream Protection with the addition and to move forward with the second reading. Second by L. Rampy. No objections noted.

Agenda Item 5 - Visitors:

Visitor's comments, if any, are logged in under the specific agenda items.

a. Kay Schultz - Town Run Watershed - Discussion/Action

This is a grassroots volunteer project. They have received a small grant for mulch/plants/signage, and partnered with several organizations. They meet the second Saturday of each month for clean-up from 9 a.m. to 1 p.m. - generally meeting at Morgan's Grove Park. They have started on the Town Run and will see cardboard on the ground where invasive plants have been removed. Native plants will be planted by the end of the month. As Town Run is the town's secondary water source, they will educate people on the importance of pumping their septic systems to help with the water quality of Town Run. They will also monitor bugs in the run. We can always use more volunteers.

Mayor - our water department guys do a great job. We have just completed a 3 million dollar upgrade on the water plant.

M. Amerikaner - move to support the Town Run Watershed Restoration Project. Second by C. Roberts. No objections noted.

b. Nancy Strine - Home Consortium FY 2025 - 2027
Resolution/Agreement - Discussion/Action

This covers Jefferson/Morgan/Berkeley counties. She goes to each municipality every three years for renewal. It is affordable housing through HUD.

C. Roberts - move to approve the Resolution for the Home Consortium FY 2025. Second by J. Haynes. No objections noted.

L. Robertson - move to approve the Cooperative Agreement for the Home Consortium FY 2025. Second by L. Rampy. No objections noted.

Agenda Item 6 – Unfinished Business:

a. Market House Update -

Mayor - The electric is roughed in, the plumbing is completed, and the framing is in progress.

b. Website Update -

A. Boyd - as everyone knows the launch of the new website did not go as planned. She has demanded that the old website be reactivated until the new site is fully ready. The contracted company launched the new website prematurely when it was incomplete.

c. Comprehensive Plan Timeline -

L. Rampy - noted that Item # 4 - Review by Town Committees - she didn't want that to get lost and to make sure the community is communicated with in order to come to the meetings if they want to attend.

S. Thomas - can this Timeline go out?

M. Amerikaner - wants to make sure the public knows about each committee/commission meeting and they know about any discussion taking place regarding the Comp. Plan.

L. Robertson - Can put the Timeline on the email list/website/FB page. The meetings are public and advertised with the agendas. The agendas go out a week prior to the meetings for the public to access and can see if the Comp. Plan is on said agenda so they can attend. Many items on the Comp. Plan cross reference committees and commissions so the public can see that on different agendas.

C. Stroeck - the email list can also include the Town Meeting Calendar with instructions on how to see the agendas/Timeline. There will be changes that come about from the committees and commissions addressing the sections of the Comp. Plan that pertain to them, and everyone should be updated of those changes as they come about.

Agenda Item 7 – Old Business:

_____ a. Kalathas Property - Update

Mayor - The owners are getting a traffic study done. Please pay attention to this as this is a big deal. Recall that part of the property is in the corporate limits, and part is not.

b. Department of Energy re: National Interest Electric Transmission Corridors - Discussion/Action

C. Stroeck - this is regarding the power lines coming to this area. He has researched a possible response and was going to draft a letter, but there is no way to object right now. There is no need for the letter.

Agenda Item 8 – New Business:

_____ a. Pedestrian Path - Update

The Mayor read the update from the Governor's office via Matt Mullenax, Director of Metropolitan Planning, reiterating the monies have been allocated and that we are waiting for disbursement.

L. Robertson - corrected the erroneous information that had been circulated that the path had all of the money needed in 2014. That is false. There was a right-of-way discrepancy from the original engineer that set the project back and increased the cost.

b. Municipal Election - Update

Mayor - Congratulations to all of the newly elected candidates. A special thanks to Jenny, Lori, and Leah who will be departing. Canvassing was Monday at 11 a.m. with Certification on Wednesday at 11 a.m.

L. Robertson - thanked the Mayor for his service.

c. Special Event Application - The Shepherdstown Fairy Festival - Emma Casale, Creative Procrastinations, LLC. - October 26 & 27, 2024

E. Casale - made a change from the street closing from German to High Streets on the form to German to Old Queen's Alley so not to interfere with church on Sunday. She will figure out the security needed either from the SPD or privately. She is aware of the fee schedule for services from the town.

L. Robertson - move to approve The Shepherdstown Fairy Festival - October 26 & 27, 2024 with street closure changes from German to Old Queen's Alley instead of German to High Streets. Second by J. Haynes. No objections noted.

d. Preferred Growth Area letter - Discussion/Action,

C. Stroeck - The Jefferson County Planning Commission is meeting right now and depending on their decision, we can move forward with the letter if needed.

Mayor - we should mandate if water and sewer is available, developers should have to hook up to ours or other systems.

L. Rampy - move to approve the letter with minor additions. Second by J. Haynes. No objections noted.

e. Chapter 8, Title 9 of the Code of Shepherdstown relating to Pawnbrokers - Discussion/Action

Chief King - we thought the county was collecting pawn sheets for the business inside the corporation, they are not. We have to do it ourselves which is why we have the ordinance.

J. Haynes - move to move forward with the First Reading in July of the Chapter 8, Title 9 of the Code of Shepherdstown relating to Pawnbrokers. Second C. Roberts. No objections noted.

f. Flowchart for committees/commissions/boards - Discussion/Action

C. Stroech - there are no written guidelines or procedures and what the process should be. S. Grove has good examples and he wants to go ahead and start to work on this. No motion needed.

Agenda Item 9 – Reports of Committees:

A. Finance Committee:

1. Meeting minutes of May 2024
2. Recommendations: None
3. Review and approval of General Fund Financials - Discussion/Action

L. Robertson - move to approve the General Fund Financials. Second by C. Roberts. No objections noted.

B. Parking Committee:

1. No meeting May 2024
2. Recommendations: None

C. Police Committee:

1. No meeting May 2024
2. Recommendations: None

D. Parks and Recreation Committee:

1. Meeting Minutes of April 2024
2. Recommendations:
 - a. None

E. Public Works Committee:

1. Meeting minutes of April 2024
2. Recommendations: None

F. Grants Committee

1. No meeting May 2024
2. Recommendations: None

H. Age Friendly Committee

1. Meeting minutes of May 2024

2. Recommendations:

a. New member appointments - Beth Montgomery, Jan Hafer, Charlotte Baker-Shenk - Discussion/Action

L. Robertson - when Age Friendly was sanctioned as a town committee, it was never discussed how many members could serve on the committee. The existing committees and commissions range in numbers of members of 3 to 7. This should be on the agenda for July.

M. Amerikaner - there are maybe 6 or 7 now, not sure.

C. Stroech - suggested 7 as a good number as it's an odd number for voting and will have a majority. You don't want too many members. Also, the applications for the new member appointments are not available, so there shouldn't be a vote tonight.

I. Personnel Committee

1. Meeting minutes of May 2024 - not available

2. Recommendations: None

J. Recycling Committee

1. No meeting in May 2024

Recommendations: None

Agenda item 10 – Report of Commissions, Authority and Boards:

A. Historic Landmarks Commission:

1. Meeting minutes of May 2024
2. Recommendations: None

B. Planning Commission:

1. Meeting minutes of May 2024 - not available
2. Recommendations:
 - a. None

C. Tree Commission

1. Meeting minutes of May 2024
2. Recommendations:
 - a. None

D. Water and Sanitary Board:

1. Meeting minutes of May 2024
2. Recommendations:
 - a. 2024 - 2025. Water Budget
 - b. 2024-2025 Sewer Budget

Mayor - for information purposes only - these have been passed - no vote by Council needed.

E. Board of Appeals

1. None

Agenda Item 11 - Mayor's Report:

* The Canvassing of the Election was completed June 10, 2024 with the Certification of the Election to be held June 12 at 11 a.m.

* The 2 million dollar project for water distribution to Mecklenburg is underway. When the developers put the water lines in, they were too small and couldn't provide fire protection. As of June 6 the project was 16% completed. The completion timeline is in December. Of the 9300 feet of new line, 500 feet has been laid. Service interruptions should be minimal. The next meeting regarding the project with Snyder Environmental is July 27.

S. Thomas - shouldn't inspections been done when the original work was done?

Mayor - it was in the 1940's.

* A possible time for swearing in the new candidates is June 27, 2024 at 3 p.m.

* S. Grove - please participate in the lead service water line survey, this is really important.

* He thanked everyone for their service over the years and noted that this meeting was his 239th meeting, missing only one for his surgery, over the past 16 years.

* C. Stroech - noted his thanks and farewell to Leah, Jenny, Lori, and to Mayor Auxer for his unparalleled service.

L. Robertson – move to adjourn at 7:47 p.m. Second by L. Rampy. No objections noted.

Final Draft Minutes respectfully submitted by L. Robertson, Recorder for the Corporation of Shepherdstown.